

## APPLICATION FOR RECIPROCAL INSPECTION EXEMPTION INSTRUCTIONS

---

The application for reciprocal inspection exemption may be used in lieu of the emissions inspection required by Memphis law if a motor vehicle is continuously maintained in another state or jurisdiction and will not be brought into the city during the registration period. This form can NOT be used if the vehicle is maintained within a Radius of three hundred miles of Memphis.

---

PLEASE FOLLOW THE INSTRUCTIONS BELOW TO COMPLETE THE EXEMPTION FORM. EACH SPACE IS NUMBERED 1-12 AND CORRESPONDS TO THE NUMBERED INSTRUCTIONS. PLEASE BE CAREFUL THAT ALL NUMBERS AND LETTERS ARE CLEARLY PRINTED OR TYPED. FAILURE TO FULLY COMPLETE THAT FORM LEGIBLY MAY RESULT IN A DELAY AND/OR DENIAL OF YOUR REQUEST.

- 1) OWNER NAME - the full name of the owner of the vehicle as it appears on the vehicle registration papers. If there is more than one owner, please place all names in space provided.
- 2) RESIDENCE ADDRESS - the street address as it appears on the vehicle registration papers.
- 3) MAILING ADDRESS - the address where the vehicle owner receives mail, if different from above.
- 4) ADDRESS WHERE VEHICLE IS LOCATED - complete this space if the vehicle is located in a different county or state from where the vehicle is registered.
- 5) TELEPHONE NUMBER - the area code, phone number, or extension where the owner may be reached.
- 6) VEHICLE LICENSE PLATE NUMBER - the Tennessee license plate (tag) number of the vehicle. Please be careful to copy the license plate number exactly as it appears on the registration papers or the plate.
- 7) VEHICLE LICENSE PLATE EXPIRATION DATE - the date the vehicle registration expires. The full date (month, day and year) must be entered.
- 8) VEHICLE IDENTIFICATION NUMBER - this number (VIN) appears in the registration papers. Please be careful to copy the VIN exactly as it appears on the registration certificate or title.
- 9) VEHICLE YEAR - year in which the vehicle was made. This can be found on the registration certificate or title under the heading, "Year Make".
- 10) VEHICLE MAKE - make of the vehicle, such as Ford, Nissan, Chevrolet, etc.
- 11) VEHICLE MODEL - model of the vehicle, such as Taurus, Sentra, Blazer, etc.
- 12) SIGNATURE AND DATE - please sign and date the application.

THIS APPLICATION MUST BE ACCOMPANIED BY THE ORIGINAL MOTOR VEHICLE EMISSIONS INSPECTION DOCUMENT OR CERTIFICATE ISSUED FOR THE VEHICLE SUBJECT TO MEMPHIS EMISSIONS INSPECTION REQUIREMENTS. THE DOCUMENT OR CERTIFICATE MUST INDICATE WHETHER OR NOT THE VEHICLE PASSED OR FAILED THE PREVAILING EMISSIONS STANDARDS FOR THE STATE OR JURISDICTION IN WHICH IT IS KEPT.

IF THE EMISSIONS INSPECTION PROGRAM IN THAT STATE OR JURISDICTION DOES NOT ISSUE ANY TYPE OF DOCUMENT OR CERTIFICATE CONFIRMING OR DESCRIBING THE RESULTS OF AN EMISSIONS INSPECTION, **OR** IF NO FEDERAL APPROVED EMISSIONS INSPECTION PROGRAM IS OPERATED IN THAT STATE OR JURISDICTION, **OR** IF THE EMISSIONS INSPECTION PROGRAM IN THAT STATE OR JURISDICTION DOES NOT INSPECT VEHICLES REGISTERED IN OTHER JURISDICTION, THE INSPECTION VERIFICATION AND RESULTS SECTION MUST BE COMPLETED AND SIGNED BY AN AUTHORIZED AGENCY AS DESCRIBED ON THE ATTACHED APPLICATION.

---

UPON COMPLETING THE INFORMATION ON THE ATTACHED APPLICATION, BRING THE APPLICATION TO THE NEAREST INSPECTION STATION FOR PROCESSING. THE APPLICATION MAY BE PLACED IN AN ENVELOPE WITH SUPPORTING DOCUMENTS AND MAILED TO THE MOTOR VEHICLE INSPECTION BUREAU AT 590 WASHINGTON AVENUE, MEMPHIS, TENNESSEE 38105.

- DO **NOT** MAIL THE APPLICATION TO THE SHELBY COUNTY'S OFFICE
- DO **NOT** MAIL YOUR REGISTRATION RENEWAL PAPERS OR FEES TO THIS OFFICE
- THERE IS **NO CHARGE** FOR PROCESSING THIS APPLICATION
- THE MVIB IS THE **ONLY** AGENCY AUTHORIZED TO PROCESS EXEMPTIONS.

CITY OF MEMPHIS  
MOTOR VEHICLE INSPECTION BUREAU  
APPLICATION FOR RECIPROCAL INSPECTION EXEMPTION



PLEASE READ THE INSTRUCTIONS FOR THIS FORM CAREFULLY BEFORE COMPLETING THIS FORM

PLEASE PRINT OR TYPE \_\_\_\_\_

1) Owner Name: \_\_\_\_\_ 5) Telephone Number (\_\_\_\_\_) \_\_\_\_\_

2) Registration Address: \_\_\_\_\_ 6) Vehicle License Plate Number: \_\_\_\_\_

\_\_\_\_\_ 7) License Plate Expiration Date: \_\_\_\_\_

3) Mailing Address: \_\_\_\_\_ 8) Vehicle Identification Number (VIN):  
(if different from Registration Address) \_\_\_\_\_

4) Address where vehicle is located: \_\_\_\_\_ 9) Vehicle Year \_\_\_\_\_ 10) Vehicle Make \_\_\_\_\_

\_\_\_\_\_ 11) Vehicle Model \_\_\_\_\_

I herby certify that the above information is true and correct and that the above vehicle will not be brought to the Memphis, Tennessee anytime during the registration period.

12) Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT NOTE:** This application must be accompanied by the original motor vehicle emissions inspection document or certificate issued for the vehicle indication whether the vehicle passed or failed the prevailing emissions standards for the state or jurisdiction in which it is kept, or the following must be completed.

INSPECTION VERIFICATION AND RESULTS

If the emissions inspection program in the state or jurisdiction where the vehicle is continuously maintained does not issue any type of document or certificate confirming or describing the results of a federally approved emissions inspection or does not inspect vehicles from other jurisdiction, this portion must be completed by the agency, licensee or entity authorized to administer emissions inspections. If no federally approved emissions inspection program is operated, on a mandatory or voluntary basis, in the state or jurisdiction in which the vehicle is continuously maintained, this section must be completed by the motor vehicle registration agency or the state or local law enforcement agency.

Please check one:

\_\_\_\_\_ I hereby certify that the above motor vehicle has passed a federally approved emissions inspection in this state or jurisdiction.

\_\_\_\_\_ I hereby certify that there is not a federally approved motor vehicle emissions inspection program in the state or jurisdiction where the above motor vehicle is indicated to be continuously maintained.

\_\_\_\_\_ I hereby certify that the motor vehicle emissions inspection program in the state or jurisdiction where the above motor vehicle is indicated to be continuously maintained does not perform inspections for vehicles registered in other states or jurisdiction.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Licensee or Agency Name: \_\_\_\_\_ License, Badge or I.D. Number \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_  
Ext

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICIAL USE ONLY

Check One: Exemption Approved \_\_\_\_\_ Exemption Denied \_\_\_\_\_

Reason for Denial:  
\_\_\_\_\_  
\_\_\_\_\_

Exemption Processed by: \_\_\_\_\_ Date: \_\_\_\_\_